



Notification of Plant Closing Pursuant to Worker Adjustment and Retraining Notification Act  
("WARN")

September 16, 2014

Delivered via United States Postal Service

Stephanie L. Beckhorn  
Manager, WIA Section  
Workforce Development Agency  
201 N. Washington Square  
Lansing, MI 48913

Dear Stephanie,

Staples has developed plans to restructure certain operations at the facility located at 23300 Northwestern Hwy, Southfield, MI 48075. Consistent with these plans, employment separations are expected to commence on or about November 15, 2014. We anticipate that these plans, when finalized, would be permanent and they would involve the entire facility.

At this time, the Company anticipates that a group of affected employees will be terminated from employment during a 14-day period beginning on November 15, 2014. A list of job titles and the number of employees currently holding affected positions accompanies this letter as Attachment A.

This announcement and the above timetable are based on the best information currently available. However, various factors may still affect the plans and the timing of employee separations. You will be informed of any changes or as additional information becomes available. Bumping arrangements are not available for affected employees.

To the extent that the above actions constitute a covered event under the Worker Adjustment and Retraining Notification Act or any other law requiring advance notice, this letter is intended to fulfill any requirements of such laws. By providing this information, however, we do not concede that such laws apply or that notice is required.

If you have any questions or desire additional information, please contact Kristin Garifo, Area HR Manager at 847-769-5230.

Very truly yours,

Staples  
By:  
Kristin Garifo  
Area HR Manager

## ATTACHMENT A

As explained in the accompanying letter, we anticipate that the job titles and the number of employees listed below will be affected by building closure of Staples' operation[s] located at 23300 Northwestern Hwy, Southfield, MI 48075.

1. Job Position Eliminations Tentatively Scheduled To Occur During a 14-Day Period Commencing on November 15, 2014.

Service Delivery Administrator	2 employees
SDO Supervisor	3 employees
SC Associate 6	1 employee
Delivery I	12 employees
Delivery II	34 employees
Delivery III	2 employees
Delivery IV	1 employee
Delivery V	1 employee
Delivery VI	10 employees
Sr. HR Generalist	1 employee

\*Some percentage of the associates listed above will volunteer to stay beyond the closure date to transition the facility. Those associates will separate from the company at a date no later than December 15, 2014.